



Arizona County Clerk's Association (ACCA) Sedona Arizona - Minutes April 10, 2025

The Arizona County Clerk's Association was held at Poco Diablo Resort in Sedona Arizona.

Clerks Conference

CALL TO ORDER: Thursday, April 10, 2025

President Leah Thomas called the meeting to order at 9:00 a.m.

Roll Call

Executive Officers Present were:

Natasha Kennedy, ACCA Past President.
Leah Thomas, ACCA President/Navajo County
Jayme Rush, ACCA Vice-President/Yavapai County
Bianca Castaneda, ACCA Treasurer/Greenlee County
VACANT ACCA Secretary

Members Present were:

Laurie Thornbury, Clerk La Paz County
Bob Bartelsmeyer, Deputy Clerk/Elections Director La Paz County
Lindsay Daley, Clerk Coconino County
Valerie Webber, Deputy Clerk Coconino County
Alma Schultz, Clerk Santa Cruz County
Nicolette Brenner, Deputy Clerk Santa Cruz
Lara Loewenheim, Deputy Clerk Cochise County
Juanita Garza, Clerk Maricopa County
Amy Loper, Deputy Clerk Maricopa County
Melissa Buckley, Clerk Navajo County

Members Excused were:

Beth Bond, Clerk Apache County
Dustin Welker, Clerk Graham County
Hannah Duderstadt, Deputy Clerk Graham County
Melissa Manriquez, Clerk Pima County
Katrina Martinez, Deputy Clerk Pima County
Desarae Doten, Executive Assistant/Deputy Clerk Yuma County

Round Table Discussion

A Round Table Discussion was held on the Book Sticking Together: Building a Stronger Team by Jon Gordon, Kate Leavell. This was a great book which provided valuable insights into teamwork, leadership and collaboration.

At 12:30 p.m. President Leah Thomas called the Business Meeting to order.

Action Items

1. Discussion and possible action regarding Minutes of October 8, 2024

MOTION (Natasha Kennedy/Juanita Garza): Approve the minutes from October 8, 2024.

VOICE VOTE: The motion carried unanimously of the members present.

2. Discussion and possible action Re: Appointment of ACCA Secretary.

MOTION (Natasha Kennedy/Jayne Rush): Approve the appointment of Valerie Webber as Secretary of the Arizona County Clerk's Association.

VOICE VOTE: The motion carried unanimously of the members present.

3. Discussion and possible action RE: Expenditures for Conference.

Treasurer Bianca Castaneda went over the expenditures as of today's date which included \$1150.70 prepay and a deposit of \$950.00.

MOTION (Juanita Garza/Alma Schultz): Approve the expenditures for conference.

VOICE VOTE: The motion carried unanimously of the members present.

4. Discussion and possible action Re: Meeting at the CSA Summit in October

Possible agenda items for the meeting in October include AI for Redaction and Minutes and Legislative Update from CSA. Any other items, please submit to President Leah Thomas.

President Leah Thomas will reach out to Yuma County regarding Clerk's meeting in October.

5. Discussion and possible action Re: Treasurer's Report

Treasurer Bianca Castaneda went over the Treasurer's Report going back to October. She noted the balance in the account for the Association is \$12,782.28. She also went over the receipts and membership deposits.

MOTION (Lindsay Daley/Bianca Castaneda): Approve the Treasurer's Report from October 2024 – April 2025

VOICE VOTE: The motion carried unanimously of the members present.

6. County Updates

Yavapai County indicated that they are working with OnBase for Contracts and AgendaQuick. They are also working on an IT policy to migrate records when digitizing documents. Yavapai County is appointing a new Supervisor.

Santa Cruz County is working on procedures, and they are currently working to digitize everything in house.

Pinal County reminded everyone that you must get your digitization approved by the State. Pinal County has a new Deputy County manager, so now Pinal County has two Deputy County Managers. Pinal County is working with Civic Clerk for Contracts and AgendaQuick for agenda management. Pinal County has one new Supervisor, a new Sheriff and a new County Attorney. Pinal County will celebrate 150 years and will be hosting a Birthday Bash that everyone is invited to attend.

Coconino County indicated that they sent documents to the State. Coconino County is working with lonwave for contract management for Finance which includes contracts, bids, grants and certificates of insurance. Coconino County will share contact information for lonwave. Coconino County has a new Election Center and one new Supervisor. Coconino County continues to work on Special District Annual Report compliance and will have two weeks straight of Budget Meetings in May. Coconino County is working on travel stipends for in-state travel and moving away from County vehicles. Coconino County had a three-day retreat with the BOS on Strategic Planning with Laura Royal and will share that contact also.

Greenlee County indicated that they started digitization of documents last year. Greenlee County has one new Supervisor and a new Sheriff. Greenlee BOS is looking to purchase state land for housing.

LaPaz County has a new County Administrator, the former County Administrator is now the Interim Finance & HR Director. They are working on the budget.

Cochise County has two new Supervisors. The BOS wants the Clerk to Report to the BOS and not the County Administrator.

Maricopa County has three new Supervisors, a new Recorder, a new Sheriff and a new Superintendent of Schools. Maricopa County's Clerk of the Court resigned. Maricopa County will have a new Elections Facility, and the groundbreaking will be held next month. Maricopa County will be opening up a Day Care Center for employees next month in May. Maricopa County is now utilizing TEAMS and only has two held hand phones in the office. The Maricopa County Assistant Deputy Clerk in charge of Records and Public Records Request is retiring with over 10 years in this capacity.

Navajo County has a new Treasurer, Assessor, Recorder and School Superintendent. The former Recorder is now the Clerk of the Superior Court due to the retirement of the Clerk. Navajo County celebrated 130 years and had a nice social media post. Navajo County is now using DocuSign for all non-recorded action items on the BOS Agenda. Navajo County manger now has an Assistant to the County Manger.

At 2:37 p.m. President Leah Thomas adjourned the business meeting

At 2:38 p.m. the Clerks Association continued with the professional development of the roundtable discussion on the book Stick Together.

At 4:15 p.m. President Leah Thomas adjourned the meeting.